

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,  
LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS  
AND LANDSCAPE ARCHITECTS MEETING**

**MINUTES**

The Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on September 28, 2011, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

**Architects**

James R. Boyd  
Clint Good  
Michael F. LeMay

**Land Surveyors**

Paul deC. Holt  
Patrick D. Leary  
Nancy E. McIntyre

**Landscape Architects**

A. Cabell Crowther  
Andrew M. Scherzer

**Professional Engineers**

John L. Combs  
Nico De León  
Wiley V. Johnson, III

**Interior Designers**

Lorri B. Finn  
Cameron C. Stiles

Staff present for all or part of the meeting were:

Gordon N. Dixon, Director  
Mark N. Courtney, Deputy Director for Licensing and Regulation Division  
Kathleen (Kate) R. Nosbisch, Executive Director  
Marian H. Brooks, Board Administrator  
Amy Goobic, Administrative Assistant  
Earlyne Perkins, Legal Analyst  
Nick Christner, Deputy Director for Compliance & Investigations

Steven P. Jack, Assistant Attorney General, was present at the meeting.

Mr. Scherzer, Chair, called the meeting to order at 9:08 a.m.

Mr. Scherzer advised the Board of the emergency evacuation procedures.

New board members Cabell Crowther, Landscape Architect; Clint Good, Architect; and Patrick Leary, Land Surveyor, were introduced and welcomed to the Board.

**Call to Order**

**Emergency  
Evacuation  
Procedures**

**Welcome &  
Introduction of New  
Board Members**

Ms. McIntyre moved to approve the agenda as amended. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles.

**Approval of Agenda**

Ms. Stiles moved to approve the minutes for the following meetings:

**Approval of Minutes**

- June 16, 2011, APELSCIDLA Board Meeting;
- June 22, 2011, Informal Fact-Finding Conference;
- June 22, 2011, Informal Fact-Finding Conference;
- June 23, 2011, Informal Fact-Finding Conference;
- June 24, 2011, Informal Fact-Finding Conference;
- July 27, 2011, Architects Section Meeting;
- August 1, 2011, Professional Engineers Section Meeting;
- August 1, 2011, PE/LS NCEES Review Session;
- August 3, 2011, Certified Interior Designers Section Meeting;
- August 10, 2011, Land Surveyors Section Meeting;
- August 10, 2011, Land Surveyors Exam Review Session;
- August 11, 2011, Landscape Architects Section Meeting;
- August 26, 2011, Informal Fact-Finding Conference;
- September 1, 2011, Informal Fact-Finding Conference;
- September 1, 2011, Professional Title Work Group;
- September 6, 2011, Informal Fact-Finding Conference; and
- September 6, 2011, Informal Fact-Finding Conference.

Mr. Boyd seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles.

There was no public comment.

**Public Comment  
Period**

Mr. Scherzer read the following resolutions from the APELSCIDLA Board to former board members W.R. Stephenson, Jr., Vaughn B. Rinner and J. Everette “Ebo” Fauber, for their service as a board member.

**Resolutions for W.R.  
Stephenson, Jr.,  
Vaughn B. Rinner  
and J. Everette  
Fauber III**

RESOLUTION TO

W.R. Stephenson, Jr.

WHEREAS, **W.R. Stephenson, Jr.** did faithfully and diligently serve as a member of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2003 to 2011;

WHEREAS, **W.R. Stephenson, Jr.** did devote generously of his time, talent and leadership to the Board;

WHEREAS, **W.R. Stephenson, Jr.** did endeavor at all times to render decisions with

fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this twenty-eighth day of September, 2011, that **W.R. Stephenson, Jr.** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

RESOLUTION TO

*Vaughn B. Rinner*

WHEREAS, **Vaughn B. Rinner** did faithfully and diligently serve as a member of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2003 to 2011;

WHEREAS, **Vaughn B. Rinner** did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Vaughn B. Rinner** did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this twenty-eighth day of September, 2011, that **Vaughn B. Rinner** be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

RESOLUTION TO

*J. Everette "Ebo" Fauber III*

WHEREAS, **J. Everett Fauber III** did faithfully and diligently serve as a member of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2003 to 2011;

WHEREAS, **J. Everett Fauber III** did devote generously of his time, talent and leadership to the Board;

WHEREAS, **J. Everett Fauber III** did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this twenty-eighth day of September, 2011, that **J. Everett Fauber III** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Stephenson, Ms. Rinner and Mr. Fauber were all present to accept their resolutions. The Board agreed by consensus to adopt the resolutions.

Mr. Zona was present to address the Board.

**File Number 2011-04899, John Zona**

Regarding **File Number 2011-04899, John Zona**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. McIntyre moved to reject the recommendation of the Section and to accept the recommendation of the presiding board member, and approve Mr. Zona's application for reinstatement of his architect license. Mr. Zona is also required to complete three (3) hours of continuing education covering the topic of ethics. Mr. Zona shall complete these hours and submit proof of completion to the Board within six (6) months of execution of his reinstatement. The three (3) hours of above mentioned continuing education will be in addition to the sixteen (16) hours required for his next license renewal. Mr. LeMay seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Johnson, was not present for the discussion or vote.

Regarding **File Number 2011-04897, Phillip Silvestri**, the Board members reviewed the record of the Informal Fact-Finding Conference, which

**File Number 2011-04897, Phillip**

consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Mr. De León moved to accept the recommendation of the presiding officer and approve Mr. Silvestri's application for an architect license by comity. Mr. Silvestri is also required to complete three (3) hours of continuing education covering the topic of ethics. Mr. Silvestri shall complete these hours and submit proof of completion to the Board within six (6) months of execution of his comity license. The three (3) hours of above mentioned continuing education will be in addition to the sixteen (16) hours required for his next license renewal. Ms. McIntyre seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Johnson, was not present for the discussion or vote.

**Silvestri**

Regarding **File number 2011-04896, Mostafa Sabbah**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. McIntyre moved to accept the recommendation of the presiding board member and approve Mr. Sabbah's application for reinstatement of his engineer license with an amendment requiring Mr. Sabbah to successfully complete the Virginia Examination on Regulations to demonstrate knowledge of the Board's regulations. The presiding board member recommended the following conditions: Within six (6) months of the date of reinstatement of his license Mr. Sabbah must successfully complete and provide proof to the Board a minimum of sixteen (16) hours of continuing education. These sixteen (16) hours cannot count towards or be applied to the next renewal of his license. Mr. Sabbah will be required to complete the full sixteen (16) hours of continuing education for his next renewal cycle. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Johnson, was not present for the discussion or vote.

**File Number 2011-04896, Mostafa Sabbah**

Regarding **File Number 2011-04898, Wayne Gregory**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. Stiles moved to accept the recommendation of the presiding Board member, and approve Mr. Gregory's application for for an architect license by comity. Mr. Gregory is also required to complete three (3) hours of continuing education covering the topic of ethics. Mr. Gregory shall complete these hours and submit proof of completion to the Board within six (6) months of execution of his reinstatement. The three (3) hours of above mentioned continuing education will be in addition to the sixteen (16) hours required for his next license renewal. Mr. Holt seconded the motion which was unanimously approved by members: Boyd, Combs,

**File Number 2011-04898, Wayne Gregory**

Crowther, De León, Finn, Good, Holt, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Johnson, was not present for the discussion or vote.

Mr. Adams was present to address the Board.

**File Number 2011-03302, Kevin Richard Adams**

Regarding **File Number 2011-03302, Kevin Richard Adams**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Adams. Ms. Stiles moved to accept the Consent Order which cites the following violations of the Board's regulations: 18VAC10-20-750 (Count 1); 18VAC10-20-700.C (Count 2); 18VAC10-20-750.B (Count 3); and 18VAC10-20-750.C (Count 4). For these violations, Mr. Adams agrees to pay the following monetary penalties: \$150.00 for the violation contained in Count 1; \$500.00 for the violation contained in Count 2; \$150.00 for the violation contained in Count 3; \$150.00 for the violation contained in Count 4; and \$150.00 in board costs, for a total monetary penalty of \$1,100.00. Ms. Finn seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Johnson, was not present for the discussion or vote.

Regarding **File Number 2011-03993, H.S. Hulme**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the transcripts, exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. McIntyre moved to accept the recommendation of the presiding Board member which states that Mr. Hulme has demonstrated a hardship that warrants a waiver of the 16 hours of Continuing Education for his June 30, 2010 renewal. The presiding board member further recommended that Mr. Hulme be required to complete the full 16 hours of CE per 18VAC10-20-683 for his June 30, 2012 renewal. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Johnson, was not present for the discussion or vote.

**File Number 2011-03993, H.S. Hulme**

Regarding **File Number 2011-03341, Carl Lagoni**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Lagoni. Ms. Stiles moved to accept the Consent Order which cites the following violations of the Board's regulations: 18VAC10-20-750.B (Count 1); and 18VAC10-20-750.C (Count 2 - two violations). For these violations, Mr. Lagoni agrees to pay the following monetary penalties: no monetary penalty for the violation contained in Count 1; \$500.00 for the violations contained in Count 2 (two violations at \$250.00 each); and \$150.00 in Board costs, for a total monetary penalty of \$650.00. Mr. LeMay seconded the motion which was unanimously approved by members: Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Boyd, was not present for the discussion or vote.

**File Number 2011-03341, Carl Lagoni**

Regarding **File Number 2011-03356, Anthony Bayus**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Bayus. Ms. Stiles moved to accept the Consent Order which cites the following violation of the Board's regulations: 18VAC10-20-750.C (Count 1 – two violations). For these violations, Mr. Bayus agrees to pay the following monetary penalties: no monetary penalty for the violations contained in Count 1; and \$150.00 in Board costs, for a total monetary penalty of \$150.00. Mr. De León seconded the motion which was unanimously approved by members: Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Boyd, was not present for the discussion or vote.

**File Number 2011-03356, Anthony Bayus**

Mr. Cutright was present to address the board.

**File Number 2011-04895, Andrew Cutright, Sr.**

Regarding **File Number 2011-04895, Andrew Cutright, Sr.**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. Stiles moved to accept the recommendation of the presiding Board member and approve Mr. Cutright's application for a landscape architect license. Mr. LeMay seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre and Stiles. As the presiding board member, Mr. Scherzer, was not present for the discussion or vote.

Regarding **File Number 2011-04956, Ellen McHugh** the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. Finn moved to accept the recommendation of the presiding Board member and approve Ms. McHugh's application for certification as an interior designer. Mr. Holt seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre and Scherzer. As the presiding Board member, Ms. Stiles, was not present for the discussion or vote.

**File Number 2011-04956, Ellen McHugh**

Regarding **File Number 2011-03336, Joel Whitley**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Whitley. Mr. Johnson moved to accept the Consent Order which cites the following violations of the Board's regulations: 18VAC10-20-750.B (Count 1); and 18VAC10-20-750.C (Count 2). For these violations, Mr. Whitley agrees to pay the following monetary penalties: \$150.00 for the violation contained in Count 1; \$150.00 for the violation contained in Count 2; and \$150.00 in Board costs, for a total monetary penalty of \$450.00. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and

**File Number 2011-03336, Joel Whitley**

Stiles. As the presiding board member, Mr. Combs, was not present for the discussion or vote.

Regarding **File Number 2011-03342, Lawrence Bennett**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Bennett. Mr. Johnson moved to accept the Consent Order which cites the following violations of the Board's regulations: 18VAC10-20-750.B (Count 1); and 18VAC10-20-750.C (Count 2). For these violations, Mr. Bennett agrees to pay the following monetary penalties: no monetary penalty for the violation contained in Count 1; \$600.00 for the violation contained in Count 2; and \$150.00 in Board costs, for a total monetary penalty of \$750.00. Mr. Boyd seconded the motion which was unanimously approved by members: Boyd, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Combs, was not present for the discussion or vote.

**File Number 2011-03342, Lawrence Bennett**

Regarding **File Number 2011-03353, James Porebski**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Porebski. Ms. Stiles moved to accept the Consent Order which cites the following violations of the Board's regulations: 18VAC10-20-750.B (Count 1); and 18VAC10-20-750.C (Count 2). For these violations, Mr. Porebski agrees to pay the following monetary penalties: no monetary penalty for the violation contained in Count 1; \$150.00 for the violation contained in Count 2; and \$150.00 in Board costs, for a total monetary penalty of \$300.00. Mr. Johnson seconded the motion which was unanimously approved by members: Boyd, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. Combs, was not present for the discussion or vote.

**File Number 2011-03353, James Porebski**

Regarding **File Number 2011-03350, K. Craig Manawes**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Manawes. Mr. Johnson moved to accept the Consent Order which cites the following violation of the Board's regulations: 18VAC10-20-750.C (Count 1 – two violations). For these violations, Mr. Manawes agrees to pay the following monetary penalties: \$200.00 for the violation (two violations at \$100.00 each) contained in Count 1; and \$150.00 in Board costs, for a total monetary penalty of \$350.00. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. De León, was not present for the discussion or vote.

**File Number 2011-03350, K. Craig Manawes**

Regarding **File Number 2011-02383, Robert A. Walz**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Walz. Mr. Johnson moved to accept the Consent Order which cites the following violations of the Board's regulations: 18VAC10-20-750.B (Count 1); 18VAC10-20-750.C (Count 2); and 18VAC10-20-700.C (Count 3). For these violations, Mr. Walz agrees to pay the following monetary penalties: no monetary penalty for the

**File Number 2011-02383, Robert A. Walz**



violation contained in Count 1; \$150.00 for the violation contained in Count 2; \$250.00 for the violation contained in Count 3; and \$150.00 in Board costs, for a total monetary penalty of \$550.00. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. As the presiding board member, Mr. De León, was not present for the discussion or vote.

Regarding **File Number 2011-00683, Russell Ross Smith**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the investigative file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Ms. McIntyre moved to reject the recommendation of the presiding officer and remand the case back to an IFF to obtain additional information and clarification. The Board also requests clarification on a possible discrepancy in correspondence sent by Mr. Smith as it relates to 18VAC10-20.700.A. Mr. Johnson seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. Former board member Stanley Harris was the presiding officer.

**File Number 2011-00683, Russell Ross Smith**

Mr. Carmen DiGiadomenico, complainant was present to address the Board. Ms. Nosbisch informed Mr. DiGiadomenico, that as this case was a Consent Order, he could only state to the Board whether he agreed or disagreed with the recommendation. Mr. DiGiadomenico did not agree with the recommendation.

**File Number 2011-04007, S.L. Headley**

Regarding **File Number 2011-04007, S.L. Headley**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Headley. Ms. McIntyre moved to reject the Consent Order and remand the case back for an IFF. Mr. LeMay seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. Former board member W.R. Stephenson, Jr. was the presiding officer.

After reviewing the application and Agreement for Registration, Mr. LeMay moved to accept the Agreement for Registration as seen and agreed to by P.K. Associates, LLC. Mr. Combs seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles.

**Agreement for Registration, P.K. Associates, LLC**

After reviewing the application and Agreement for Registration, Ms. Stiles moved to accept the Agreement for Registration as seen and agreed to by GRL Engineers, Inc. Mr. Johnson seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles.

**Agreement for Registration, GRL Engineers, Inc**

After reviewing the application and Agreement for Registration, Ms.

**Agreement for**

McIntyre moved to accept the Agreement for Registration as seen and agreed to by Integrated Consulting Engineers, Inc. Mr. Johnson seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles.

**Registration,  
Integrated  
Consulting  
Engineers, Inc.**

The Board recessed from 10:10 a.m. until 10:25 a.m.

**Recess**

Mr. Mike Zmuda PE/LS provided a presentation entitled “A Day in the Life of a Land Surveyor.”

**“A Day in the Life of  
a Land Surveyor” –  
Mike Zmuda, PE/LS**

Ms. Nosbisch reported that the proposed Board regulations are at the Governor’s office for review. Once the Governor approves the proposed regulations, they will be published in the Register, then there will be a 60 day public comment period. The public comments will be addressed at the next board meeting, as well as further changes the Board identifies. The Regulatory Review Committee will meet to finalize the regulations.

**Regulatory Review  
Update**

Ms. Nosbisch reported that Ms. Finn will be attending the NCIDQ Conference November 11-13, in Alexandria, Virginia. Ms. Finn will give a report at the next full board meeting.

**NCEES, NCARB,  
CLARB & NCIDQ  
Updates**

Ms. Nosbisch informed the Board that new board member, Cabell Crowther, attended the CLARB Annual Meeting September 15-17, in Chicago and that CLARB is moving towards computer based testing (CBT). Mr. Crowther reported on several topics covered at the meeting including: the new exam format, which will take the LARE from 5 sections to 4, and will be offered for a longer period of time; the offering of a Council Record, to act as a repository for records, work history and continuing education; and the CLARB report defining ‘welfare.’

Ms. Nosbisch reported that Mike Armstrong is the new CEO of NCARB., and they are beginning a new outreach program to state boards; NCARB has awarded their exam content and candidate management to Alpine Testing, Prometric test centers will still deliver the ARE. Ms. Nosbisch informed the Board that she presented a session at the Council on Licensure, Enforcement and Regulation (CLEAR) Annual Conference in Pittsburgh, September 7-10, on NCARB’s efforts to standardize CE requirements nationally. Ms. Nosbisch also presented a session on Relationship Building for the MBE Forum during the NCARB Annual meeting that took place June 23-25 in Washington, DC. Ms. Nosbisch, Mr. Boyd, Mr. LeMay and former board member, Mr. Fauber attended the meeting.

Mr. Boyd reported on the NCARB Annual meeting. Mr. Boyd stated that streamlining continuing education requirements across all jurisdictions is a main focus of NCARB. NCARB members passed a resolution for standardizing continuing education to 12 hours per year, in health, safety and

welfare subjects and audit be based on a calendar year (January 1 to December 31). Mr. Boyd further reported that NCARB is working with the AIA to determine what CE meets the standards, and possibly have seminars designated as “acceptable by AIA and NCARB.” These new requirements are now part of NCARB’s Model Law. NCARB is in discussion with NCEES and CLARB regarding streamlining the CE process.

Ms. Nosbisch informed the Board that NCEES will soon be taking nominations for their national awards. Ms. Stiles moved to nominate former board member Stanley Harris, PE, for the National Distinguished Service Award. Mr. Johnson seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles. Ms. Nosbisch also reported that NCEES President Dale Jans invited Stanley Harris to serve on the MBA Task Force.

Ms. Nosbisch reported that NCEES is also moving toward CBT. CBT for the FE and FS will be implemented January 2014, and will be given four times a year for a two-week period. Ms. Nosbisch further reported that she and Mr. Holt represented the Board at the NCEES Annual meeting August 24-27 in Rhode Island. Virginia put forth two motions: one to amend the bylaws and move Virginia from the Northeast Zone to the Southern Zone; and to add the language “due to negligence” in a motion regarding exam breach. Both passed.

Ms. Nosbisch informed the Board that President Dale Jans asked her to serve on the NCEES Public Outreach/Communication Task Force. The focus of this committee is outreach opportunities to the public explaining the importance of engineering and surveying licensure.

The board members were provided a comprehensive report of enforcement activity since the last board meeting.

**Review of  
Compliance and  
Investigations  
Division Activity**

The board members were provided financial statements for informational purposes.

**Review of Board  
Financial Statements**

Mr. Boyd reported that he, Ms. Finn, Mr. Dixon and Mr. Garofalo met to discuss the draft letter to DHRM regarding their use of protected titles in their job descriptions and classifications. Mr. Boyd reported that their decision was to draft a guidance document addressing the issue and request DHRM’s input on suggestions for the language. Based on the outcome of the guidance document, DHRM may be able to modify its language on its website for position classifications regarding use of the terms. Staff will draft the guidance document for review at the December APELSCIDLA board meeting.

**Professional Title  
Work Group Report**

Ms. Nosbisch informed the Board that the Landscape Architects changed the start time for their Section meetings from 9:00 a.m. to 9:30 a.m. Discussion was held on changing the start time for the APLESCIDLA Board meetings. Ms. McIntyre moved to change the start time from 9:00 a.m. to 9:30 a.m. Mr. Holt seconded the motion which was unanimously approved by members: Boyd, Combs, Crowther, De León, Finn, Good, Holt, Johnson, Leary, LeMay, McIntyre, Scherzer and Stiles.

#### **Other Business**

Board members were presented a memo from Mr. Courtney and Mr. Christner regarding their meeting with Mr. Boyd to discuss the processing of unlicensed activity complaints. Discussion was held on how the Board could educate the public about unlicensed activity and the need to report occurrences.

Ms. Nosbisch informed the Board that she had given presentations at the Virginia Engineers Conference in Williamsburg, and to the Virginia Tech Facility Engineers and Virginia Tech Architect Students. Ms. Nosbisch also reported that she met with a department head from the Civil and Environmental Engineering Department at Virginia Tech.

The board members participated in the Conflict of Interests Act training as it is required of all board members. Board members signed certificates verifying that they had completed the training course.

#### **Conflict of Interests Act Training**

Mr. Courtney provided the board members with training on the roles and responsibilities of members of the Board.

#### **Board Member Roles & Responsibilities Training**

Conflict of Interest forms were completed by all board members present.

#### **Conflict of Interest Forms**

Mr. Scherzer stated that there are still questions on the topography guidance document and would like the Land Surveyor Section to address the topic at its next section meeting. There being no further business, the meeting was adjourned at 2:39 p.m.

#### **Adjourn**

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Andrew M. Scherzer III, Chair

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Gordon N. Dixon, Secretary